

WALDO COUNTY COMMISSIONERS COURT SESSION
December 19, 2006

PRESENT: Commissioners John M. Hyk (Chairman), Charles G. Boetsch, Amy R. Fowler and Commissioner-Elect Donald Berry. Also present was Treasurer David A. Parkman, Deputy Treasurer Karen Trussell, and County Clerk Barbara Arseneau.

J. Hyk convened the meeting at 9:00 a.m.

TREASURER'S REPORT: Present for this report was Treasurer David Parkman and Deputy Treasurer Karen Trussell.

APPROPRIATION REPORT:

D. Parkman reported that there was currently \$947,175.23 left in the checking account after this warrant. A total of \$6,294,984.32 had been expended, according to the appropriations report. D. Parkman noted some highlights, such as the Emergency Management Agency budget being 95% expended and the Jail budget being 98% expended. He commented that the Jail Boarding costs are not as high as expected, but no December invoices have been received yet.

J. Hyk summarized that the County is where it should be and revenue was better than anticipated. D. Parkman agreed.

D. Parkman asked if more would be expended from the Records Preservation budget. B. Arseneau responded that there would be one more invoice that she knew of, which would deplete most of the remaining funds.

****G. Boetsch moved, A. Fowler seconded accepting Treasurer's Report. Unanimous.**

****G. Boetsch moved, A. Fowler seconded authorizing payment of invoices on the November 30, 2006 Capital Active/Restricted accounts in the amount of \$38,904.64. Unanimous.**

****G. Boetsch moved, A. Fowler seconded authorizing payment of invoices on the November 30, 2006 regular warrant in the amount of \$270,437.67. Unanimous.**

****G. Boetsch moved, A. Fowler seconded authorizing payment of invoices on the December 19, 2006 regular warrant in the amount of \$163,537.65. Unanimous.**

****G. Boetsch moved, A. Fowler seconded authorizing payment of the invoices on the December 19, 2006 Capital Active/Restricted accounts in the amount of \$5,858.32.**

AUDITOR'S REPORT:

Present for this report was Auditor Harold Blake, his assistant Pamela Blake along with Treasurer David A. Parkman and Deputy Treasurer Karen Trussell.

H. Blake informed the Commissioners that the County books were in "good shape." He continued by reviewing the report with the Commissioners. The Statement of net assets, he commented, looks "more like

a business statement.” He reported that liabilities are minor. His firm divided bonds payable into current (through 2005 and non-current (any thereafter.)

The term “surplus” was discussed briefly. H. Blake explained that this word is “misleading.” “It sounds like there’s money in the drawer in the offices, when it is actually simply undesignated funds. Currently the undesignated funds total \$402,602.87, as noted on page 7 of the Audit Report.

Fixed Assets were briefly discussed. The minimum dollar figure for a County fixed asset is \$5,000.00. It was mentioned that it had been difficult to obtain the fixed assets in a timely fashion for the audit. The Commissioners instructed B. Arseneau to put this matter on the agenda for the January Court Session.

The balance sheet briefly reviewed. H. Blake stated that the only real adjustment in the books was \$345.26 in possible errors, as noted on page 11. He explained, “In an audit, you check samples only; not every little thing.” He explained that for most businesses, the error limit allowed is higher, but for the County, it is \$500.00, hence, the maximum lee-way for errors in this case was acceptable.

H. Blake noted that there was only a .39 cent variance on page 13, which was very good. He told the Commissioners that if they had any questions later about the audit they could call at no charge.

On the balance sheet, the Commissioners Contingency fund was put in the General Fund as designated fund balance. This was “kind of a self-insurance.” It is part of the total fund balance. H. Blake described the General Fund as being comprised of three components:

1. Reserves.
2. Designated fund balance (carried for specific purposes, which is more likely for towns.) In this case, it is the County’s Contingency fund.
3. Undesignated funds, commonly called “surplus.”

P. Blake explained that the term “surplus” is a political term, not an accounting term.

J. Hyk told H. Blake that he knew the auditor was not a Bond Attorney, but asked if H. Blake felt that the County has the appropriate amount of “surplus” for County business.

H. Blake replied, “Simply put, yes.”

J. Hyk asked if the County had an excessive amount.

H. Blake responded, “Far from it. You have a point between year-end and start of a new budget and this is the “fat” you live on. I think you’re safe. You could check with a Bond Attorney, but the scene changes.”

J. Hyk explained that six years ago, the Commissioners were told that they didn’t have enough. He asked of H. Blake, “Do you think we’re normal?”

H. Blake assured the Commissioners that the County was normal. P. Blake added that the auditors actually lean toward “healthy.”

J. Hyk smiled and commented, "It is always nice to have the auditor tell you you're normal. Hopefully people will understand this basic concept that we have to have some funding to operate with until the new budget can be used."

H. Blake went through the rest of the report with the Commissioners. J. Hyk asked the auditor the question of how to deal with a budget overdraft by using an example: "Last year, the Sheriff apparently went \$12,000.00 over-budget. (J. Hyk referenced the former practice of transferring line item funds within a department throughout the year to cover overdrafts in other line items within that department.) I am under the impression that no department can go over budget. We didn't exceed our total budget, so that department's overdraft was paid. As I understand it, we are supposed to reconvene the Budget Committee and have the budget adjusted."

H. Blake responded that it would depend upon the County's bylaws. If those by-laws stated that the County must reconvene the Budget Committee, then the County should hold a special meeting. He also added that the Commissioners would have the right to expend out of the contingency fund and allocate it to cover the overdraft. J. Hyk stated that he would not mind spending the contingency in December, but "would be loath to do that in July," as that fund could possibly run out. H. Blake understood this and it was generally agreed that this would have to be handled appropriately according to the time of year, the amount of the overdraft, etc.

J. Hyk stated that he believed this audit report tells the Commissioners that they are financially sound. H. Blake confirmed this.

H. Blake then went on to review the "Management Letter" he had submitted in addition to the audit report. He explained that this was a "double-edged sword," because it protects the organization and protects the people doing the work. The letter listed several areas for improvement of internal controls. H. Blake noted that he had already reviewed this with the Treasurer's Office and some items were already being addressed. The list for improvements included, but was not limited to, the following:

- The Treasurer's Office should have copies of all reconciled statements.
- Most funds received should go directly into the General Fund first, then move to where appropriate. A. Fowler asked if this meant that pre-allocated money should still go directly into the General Fund first and H. Blake replied that this should happen in most cases.
- There should be signed payroll warrants. K. Trussell explained that the Commissioners had pre-signed one sheet for the entire year. H. Blake recommended that there be a separate warrant run for each payroll signed by the Commissioners. J. Hyk asked D. Parkman to come to the Commissioners with a plan and D. Parkman said he would speak with his assistant.
- Accounts payable checks should not be kept under the printer. K. Trussell assured the Commissioners that these checks are now under lock and key.
- A master list of fixed assets should be kept in the Treasurer's Office. B. Arseneau explained that the lists from the departments are kept in the Commissioners' Office and are accessible by the Treasurer. H. Blake felt that a single master list of all departments should be kept in the Treasurer's Office. D. Parkman reminded all that departmental fixed assets were due to the Treasurer's Office by the end of January.
- All grants should be filed individually. The I.R.S. could scrutinize at some point, and the County would want easily accessible documentation. The grant information currently being kept by the County Clerk should be kept in the Treasurer's Office.

- As previously discussed, the Inter-fund, or General Fund, was to be where money received should be placed first, then allocated to other accounts. This would leave a good paper trail.

D. Parkman brought up the issue of the most recent few years' audits being prepared so late in the year. H. Blake responded, "Nobody wants the audit done faster than I do. Now we are a four-person office and so the 2006 audit should be done by early spring of 2007. We are scheduling a date with the Treasurer's Office today."

H. Blake emphasized that he had already discussed the areas of improvement with the Treasurer and Deputy Treasurer and there were some things that had already been changed as recommended.

COMMUNICATIONS CENTER REPORT:

Present for this discussion was Communications Director Owen Smith, who started by informing the Commissioners that he had learned there would be a fee for testing the Northport Tower to see if the County would want to lease it. The fee would be \$1,400.00. It was necessary to determine whether this tower would resolve some of the current issues with that end of the County. The Commissioners agreed to sign this lease and later voted to do so as follows, during the "Correspondence" portion of their meeting:

****G. Boetsch moved, A. Fowler seconded to approve the contract for testing the Northport Tower at \$1,400.00. Unanimous.**

O. Smith brought up the matter of paying for this unbudgeted fee. He suggested over-drawing the Tower Sites line item in the Communications Center budget, or it could be paid out of that line in 2007. J. Hyk asked if money had recently been put in the Tower Reserve when O. Smith met with the Budget Committee. O. Smith explained that money was allocated for rent and this current request was for a testing fee. He added that he did anticipate the Tower Sites line would be overdrawn by about \$3,000.00 but did not think that would be too bad.

The Commissioners and O. Smith briefly discussed the radio computer upgrade of approximately \$10,300.00 mentioned in previous meetings and conversed about whether to fund this out of a reserve account or from the 2007 Radio Repair line (4600), which would overdraw that line by about \$8,000.00. The Commissioners felt it was appropriate to expend that line, and this would possibly be covered by Contingency.

J. Hyk asked O. Smith if his total budget would be overdrawn this year and O. Smith replied that it would be by approximately \$15,000.00. He explained, "The personnel lines are seriously overdrawn, and, not to be 'gloom & doom,' but with the Budget Committee cuts, we'll be overdrawn again in Tower Sites. I've had people in Lincolnville ask about this tower."

G. Boetsch agreed that the County had been promising this for years and needed to start somewhere.

O. Smith reminded the Commissioners that nobody had wanted to spend the money on a study two years ago.

G. Boetsch asked when the tower up near the Communications Center and Jail would be guyed off. O. Smith responded that it was scheduled for tomorrow.

REPRESENTATIVE LANCE WEDDELL – JAIL DISCUSSION (UNSCHEDULED):

Representative Lance Weddell asked if he could speak with the Commissioners briefly and was granted permission to do so. He explained that he was newly elected and had just come from speaking with Scott Hayes of Stockton Springs. The purpose of his visit with the Commissioners was to see if they would be in favor of a regional jail between Penobscot and Waldo Counties, as he had been requested to put a bill for this before the Legislature.

G. Boetsch stated that Penobscot has already put money into a study and has about \$5,000,000.00 invested. It was his guess that Penobscot would want to have the jail in its County.

J. Hyk explained that the Waldo County Commissioners had written two letters asking if Penobscot and Knox Counties wished to assist funding a study for a regional jail. Those counties had responded that they were interested in possible regionalization, but not interested in putting any money into a study. J. Hyk added, "I'm not saying no – I'm all for regionalism."

L. Weddell stated that he would continue to pursue this, then. J. Hyk informed L. Weddell, "You're the only legislator who ever walked in here and said they wanted to help us with a jail!"

CLOSING BOOKS FOR REGISTRIES OF DEEDS AND PROBATE:

Present for closing the books was Register of Deeds Deloris Page and Register of Probate Joanne Crowley. The Commissioners started with the Registry of Probate.

J. Crowley asked if the Commissioners wished to review the monthly fees line-by-line, as this had already been checked with the Treasurer's Office. The Commissioners stated that this would not be necessary.

REGISTRY OF PROBATE TOTAL FEES 2006:

Fees:	\$62,228.67
Surcharge:	\$3,120.00
Restitution:	\$7,444.74

REGISTRY OF DEEDS FEE TOTALS 2006:

Fees:	\$372,999.26
Surcharge:	\$32,712.00
Interest:	\$1,907.22
Transfer Tax:	\$77,779.02

The Commissioners asked D. Page the total amount sent to the State in 2006, D. Page did not have the exact figure, but stated that it would have been another \$700,000.00 approximately above the \$77,779.02 the County was allowed to keep in Transfer Tax.

****A. Fowler moved, G. Boetsch seconded accepting the final 2006 figures as presented by the Registries of Deeds and Probate. Unanimous.**

EMERGENCY MANAGEMENT AGENCY REPORT:

D. Rowley reported the following:

1. SEARSPORT GENERATOR HOOK-UP PROJECT: To date, there has been no response from Mr. Mansfield. Following are the options at this point:

1. File a lawsuit.
2. Pay back the State the \$19,400.00, which would be the most expensive option and would leave the County with nothing;
3. Hire a different electrician to do the work, which was probably the only choice and least expensive option.

The Commissioners pondered these options for a moment and then J. Hyk instructed D. Rowley to get Mr. Mansfield to perform the labor and develop a contract that Mr. Mansfield would pay the County back for the materials it would have to purchase. A timeframe for both the labor and the pay-back would need to be set.

D. Rowley said he would work in conjunction with the County Clerk and the attorney to try and resolve this as directed by J. Hyk.

The Commissioners asked how much money was in the Emergency Shelter Reserve. B. Arseneau checked with the Deputy Treasurer and was told that there was \$9,775.00 remaining in that reserve.

2. VOLUNTEER DEPUTY EMA DIRECTOR DISCUSSION: During a previous Commissioners' Court Session, D. Rowley had told the Commissioners that he was concerned that there might be issues with using a volunteer to serve as Deputy EMA Director. The Commissioners had asked him to research this further. He had learned that 14 other counties have redesignated their EMA Assistants as Director's Assistants. He informed the Commissioners that the current pay scale has the EMA Director Deputy in Class III. The current EMA Administrative Secretary is currently in Class IV. He recommended that the pay stay the same and that there simply be a title change from EMA Administrative Secretary to Deputy EMA Director.

The Commissioners discussed this matter and J. Hyk stated, "The County needs to be prudent. We didn't change the classification or the titles for the Deeds, District Attorney and Probate employees. We cannot change this title." The Commissioners directed D. Rowley to change the current EMA Administrative Secretary's job description to reflect that this position serves as the second in command, or Deputy EMA Director, in the absence of the Director.

D. Rowley stated that the current Deputy EMA Director volunteer's title would now have to change, but the current daily duties would remain the same. D. Rowley told the Commissioners he would keep track of all volunteers and their training records in the event that the State ever had any questions.

FACILITIES MANAGEMENT REPORT:

Present for this discussion was Facilities Manager Keith Overlock, who reported:

1. Architect Robert R. Fenney has drafted plans for A.D.A. ramps for the front and Probate entrances of the District Courthouse along with University of Maine Cooperative Extension, but as the Commissioners already knew, the contractor who had been planning to do these fell behind schedule, so these could not be done in 2006. J. Hyk stated that, since these ramp projects got behind again this year, the unused funds will go to surplus or undesignated funds, and then will be allocated to the following Reserves: Courthouses, in the amount of \$10,000.00 and Facilities All Other, in the amount of \$10,000.00. The

Commissioners instructed B. Arseneau to put this on the January 9, 2006 Commissioners Court agenda. J. Hyk further noted that additional funding would have to be added to the Courthouses Reserve because of the unexpected “hugely expensive heating project” in the District Courthouse this past fall and winter when the piping and heat delivery problems were discovered after the new furnace system was installed.

The Commissioners expressed their extreme disappointment that the architect was not able to get the ramps accomplished during 2006. They recognized that he was very busy, but J. Hyk stated that even after his repeatedly “riding herd,” this didn’t get done. J. Hyk committed to “staying on top of it next year,” and added, “The Commissioners dropped the ball on this.”

2. SUPERIOR COURTHOUSE HEATING ISSUES: K. Overlock told the Commissioners that the only section that had pneumatic valves was the Superior Courtroom. These can be turned up or down as needed, and have worked well maintaining consistent heat. The other sections of that building have constant heating issues, and the heat is extremely difficult to regulate. J. Hyk asked for a report of the Superior Courthouse heating issues and options to deal with these.

3. RECYCLING STORAGE CENTER: K. Overlock told the Commissioners that he had found recycling of paper to be successful with the few departments he had tried it with this year, and explained that he would like to extend this to the remaining departments. He told the Commissioners he would like to put a recycle storage center at the Communications Center. When asked if he had discussed this with the Sheriff, K. Overlock said it was his intention to do so and would talk about it with those departments up there. The Commissioners said they would like to see this recycling continue, but felt it would work better if the other departments, such as the Sheriff, were aware of it ahead of time. They asked K. Overlock if there was any other place he could store the recycling until he took it to the transfer station, and he said he had explored other possibilities but had found no appropriate space that would work without impinging upon a department’s work space.

J. Hyk noted that funding for this recycling center would come from the Facilities All Other Reserve.

4. Maine Energy, which is the group currently working on the District Courthouse heating issues, will be closing its Northport Office and a number of employees will be laid off. K. Overlock expressed his frustration with the length of time it is taking to complete this project. He told the Commissioners he would look into possibly hiring one of the former Maine Energy employees to continue working on the project.

CORRESPONDENCE:

Present for this report was County Clerk Barbara L. Arseneau and Deputy County Clerk Veronica Stover. B. Arseneau reported the following:

1. ADDED LAW ENFORCEMENT (FLEET) LEASE AGREEMENT: B. Arseneau reminded the Commissioners that they had agreed to add an additional software/hardware module to the Spillman CAD system lease at the previous meeting. The paperwork was now available to sign.

****A. Fowler moved, G. Boetsch seconded signing this additional law enforcement fleet management module to the Spillman Lease. Unanimous.**

2. SAFETY AWARD: Eric Walker, Assistant District Attorney, was voted as the Safety Prize Winner by the Safety/Department Head Association during their November 20, 2006 meeting. E. Walker’s safety suggestions was “To install security doors for the District Attorney’s Office.” B. Arseneau reminded the

Commissioners that she had provided this information, along with copies of the other safety suggestions throughout the year, for the Commissioners to review before their December 5, 2006 Court Session. E. Walker was in court and was not be available to receive the \$100.00 check, but the Treasurer's Office would mail it to him at his request.

J. Hyk wondered if the work and materials for this suggestion had been budgeted for 2007 and B. Arseneau told him K. Overlock had budgeted for this in the Facilities 2007 budget. He was trying to find a solution that was in harmony with the historical value of the building, yet served security purposes.

3. As requested by J. Hyk a few weeks earlier, B. Arseneau had researched the history leading up to the present day use of the first small room on the left of the main level of the Superior Courthouse. She had learned that Probation and Parole was there first and then moved to the District Courthouse space currently occupied by the County Commissioners. They originally paid rent at both locations. B. Arseneau commented that when she first came to work for the County in 1998, numerous people would come into the office looking for Probation and Parole. She also had learned that Probation and Parole, at some point, no longer wished to pay rent and were moved, for a short period of time, to share some of the EMA space, at no charge. In the meantime, the small room at the Superior Courthouse, at some point, came to be used by a State Police Detectives. When the County acquired Waldo County Domestic Violence Coordinator Bryant White, who eventually became a detective for the Sheriff's Department when the grant funding ran out, he occupied half that space with one of the State Detectives. Most recently, it was learned that when Detective White moved up to the Sheriff's Department, a second State Police detective took the remaining half of the room and now there were two State Detectives using not only this space, but, as B. Arseneau understood it, also the two County telephones as well as County Internet service. A. Fowler felt that perhaps the State should be billed. J. Hyk stated that this was "a political problem." He didn't understand why the County had to provide space for State Detectives but perhaps there was a reason. A. Fowler said she was confused about J. Hyk's stand on the issue. He stated that he needed more facts. G. Boetsch "wondered what the harm was in letting them continue to use the space." J. Hyk mentioned that one of the detectives had recently complained about the lack of heat in that room. A. Fowler agreed that this situation should be examined more closely and would require some thought, but also felt that it was not fair for taxpayers to pay for space for the State's employees. The Commissioners instructed B. Arseneau to research this further for the next Commissioners' Court Session. Commissioner - Elect D. Berry suggested that it would be worth knowing how much was being paid by the County for the phone bills and Internet service.

4. EMA Director Dale Rowley sent an invitation for the Commissioners to attend the LEPC meetings and inquired as to who would be doing this after Commissioner Boetsch completed his term at the end of the month. The Commissioners briefly discussed this and G. Boetsch suggested keeping Commissioner-participation minimal because D. Rowley "has a great handle on things."

5. D. Rowley also sent a letter indicating that the EMA Office had an old copier that "had a tendency to copy things at an angle, causing waste of paper." They had now entered into a lease agreement with Transco for a copier that would better suit their needs and were requesting permission to sell the old copier to Liberty Volunteer Fire Department, who had expressed interest in purchasing it for \$50.00. The Commissioners granted permission for the EMA to sell the copier to Liberty Volunteer Fire Dept. for \$50.00.

6. B. Arseneau informed the Commissioners that Lincolnville citizen Robert Hammer had telephoned to say that he was willing to serve on the Health Insurance Study Committee and had recommended that

another Lincolnville resident, Don Hewitt, also serve on that committee, as he had experience in managing health plans, etc. Mr. Hammer had offered that if that would put too many on the committee, then one or the other of them could serve. B. Arseneau reviewed the people the Commissioners had tentatively selected for that Committee during the December 5, 2006 Court Session as follows: Budget Committee Member Richard McLaughlin, Deputy Treasurer Karen Trussell, Sheriff Scott Story, Communications Director Owen Smith, Probate Clerk Judy Nealley, H.R./Payroll Director Michelle Wadsworth and County Barbara Arseneau, along with the three Commissioners on a rotating basis. The Commissioners felt that only one of the Lincolnville gentlemen should serve and instructed B. Arseneau to contact Mr. Hammer and explain this. They appreciated the interest but would prefer to limit it to one of them, so whoever was most interested should let them know.

7. Grant Writer Cheryl Coats of DRG Specialty Services had submitted a final invoice for grant research during 2006. She had made some suggestions for grants for B. Arseneau to watch for in 2007 and wrote that if the Commissioners found a grant they wished for her to write, she would be more than willing to help "on a per-proposal basis." She further recommended watching for grants if action on the Jail project started up. The Commissioners were pleased that the lines of communication would still be open with DRG in the future, even after the entire Grant budget had been cut by the Budget Committee.

8. The Commissioners had received a proposal for Administrative Office Work in January of 2007 for the Commissioners and Treasurer's Offices from the staff. After briefly reviewing this, the Commissioners agreed to allow this to take place and asked that adequate notification take place. The proposed schedule of closing the offices for year-end, year-beginning and archival work is as follows:

- Friday, January 5, 2007 - Closed
- Friday January 12, 2007 - Closed
- Friday January 19, 2007 - Closed from 11:30 to 4:00 p.m.
- Friday January 26, 2007 - Closed from 11:30 to 4:00 p.m.

9. B. Arseneau asked if the Commissioners wished for someone to contact SMRT (Architects) and let them know the status of the funding for Jail Planning, after budget cuts for 2007. The Commissioners felt that this should be discussed during the January 9, 2007 Court Session.

10. A tax abatement hearing has been requested by William Shepherd, a citizen in the Town of Burnham. Due to the somewhat complex nature of this request, B. Arseneau requested that the Commissioners spend some time reviewing this and put on the January 9, 2007 agenda to discuss their decision to grant or not grant that hearing. The Commissioners agreed to review this.

11. Register of Probate Joanne Crowley has volunteered to fill the vacant space on the MACo Legislative Committee. The Commissioners were pleased to accept this as follows:

****A. Fowler moved, G. Boetsch seconded accepting Joanne Crowley as Waldo County representative on the MACo Legislative Committee. Unanimous.**

12. The following employees will receive pay step increases:

- Deeds Clerk Amy Keller: A one-year pay increase to \$12.11 per hour, effective November 21, 2006.
- Deeds Clerk Debbie Berry: A two-year pay increase to \$12.86 per hour, effective January 2, 2007.

- Corrections Officer Gregory Mackay: A six-month pay increase to \$13.26 per hour, effective December 11, 2006.
- Detective Gregory Stearns: A sixteen-year pay increase to \$19.49 per hour, effective January 1, 2007. (Currently on leave of absence until January 23, 2007.)
- Corporal Stephen Cole: An eight-year pay increase to \$16.79 per hour, effective January 10, 2007.
- Detective Matthew Curtis: An eight-year pay increase to \$18.79 per hour, effective January 10, 2007.

13. The following employees were accepted for hire:

****A. Fowler moved, G. Boetsch seconded hiring Megan Jones as a part-time Corrections Officer at the Waldo County Correctional Center at \$10.98 per hour, with undetermined hours, effective November 20, 2006. Unanimous.**

****A. Fowler moved, G. Boetsch seconded hiring Amy Bither as a part-time Corrections Officer at the County Correctional Center at \$10.98 per hour, with undetermined hours, effective September 20, 2006. Unanimous.**

****A. Fowler moved, G. Boetsch seconded approving the permanent full-time hire of Seth Curra as Correctional Officer, effective 11-4-2006. Unanimous.**

****A. Fowler moved, G. Boetsch seconded hiring Cheri Dakin as part-time Cook at the County Correctional Center at \$10.98 per hour, for undetermined hours, effective November 28, 2006. Unanimous.**

14. B. Arseneau asked the Commissioners if they wished to discuss who would be serving on the Coastal Counties Workforce, Inc. Board of Directors once Commissioner Boetsch has completed his term. The Commissioners agreed that this should wait until the January 9, 2006 Session.

15. A memo was submitted requesting that Facilities Manager Keith Overlock be allowed to carry over 56 hours of unused 2006 vacation leave, to be used up before the end of March in 2007. The Commissioners approved this request.

16. Elizabeth Hieronymus sent an Email commending Steven Drake of CMP, Ron Harford and the Public Works Dept. for recent work to update the electrical wiring for Christmas lights on the Superior Courthouse tree again this year. The wiring has been installed from the Belfast City Hall building to the tree, as agreed upon.

17. MCCA Risk Pool Claims Adjuster Malcolm Ulmer called this morning to report that the 2007 Risk Pool Insurance premium is going to be \$96,296.21, which will be only a .9% increase over 2006, rather than the anticipated 30%. The Commissioners were pleased with this good news.

PERSONNEL POLICY AMENDMENTS/CORRECTIONS:

B. Arseneau informed the Commissioners that two policy items had been brought to her attention, she had discussed them briefly with the attorney who had assisted with updating the policy in the spring, and the following needed to be changed in order to correctly reflect the intentions of the policy:

1. The updated minimum amount of Personal Leave to be used by full-time employees is 8 hours and should be included in the policy wording, as it was inadvertently omitted.
2. The updated policy regarding accumulating of sick leave was found to have incorrectly omitted the sentence "up to half of" the cap of 360 hours will be paid to employees terminating employment with the County of Waldo on good terms.

The Commissioners approved the corrections and asked that these be sent out with payroll slips to be inserted in the employee's personal Personnel Policy binders.

MISCELLANEOUS COMMISSIONERS' REPORTS & APPROVAL OF MINUTES:

****A. Fowler moved, G. Boetsch seconded accepting the minutes as written for the November 8, 2005, November 14, 2006 and December 5, 2006 Commissioners Court Sessions. Unanimous with the exception that G. Boetsch abstained from the vote on the December 5, 2006 minutes as he was not present at that session. Those minutes were accepted by two.**

NEXT COMMISSIONERS' SESSION:

The next Commissioners Court Session will be January 9, 2006. The Commissioners requested that the following be put on that agenda:

- Vote for a Chairman of the Board of Commissioners for 2007.
- Discuss who will serve on the Coastal Counties Workforce Board of Directors, attend LEPC meetings and serve in other capacities during 2007.
- Discuss Fixed Assets reporting, as Commissioners felt they needed to "bear down on this." Funding Courthouses and Facilities All Other Reserves with \$10,000.00 each for ramp work in 2007.
- Receive more information regarding the State Police Detectives' use of the small room in the Superior Courthouse.
- Discuss tax abatement hearing request from William Shepherd of Burnham.
- Discuss how to proceed with S.M.R.T. architectural firm.
- Accept transcribed minutes from Commissioners Court Sessions.

The Commissioners stated that they had nothing to report individually. J. Hyk stated that he wished to thank Commissioner Boetsch for all his hard work during his term as Waldo County Commissioner. Commissioner Fowler and the rest present echoed this sentiment.

****G. Boetsch moved, A. Fowler seconded adjourning the meeting at 1:30 p.m. Unanimous.**

Respectfully submitted by *Barbara L. Arseneau*
Waldo County Clerk